

## Job Opening

<b>Position:</b>	<b>Business Development Specialist</b>
<b>Location:</b>	<b>Alcott Corporate Office – Kalamazoo, MI</b>
<b>Wage:</b>	<b>Based on Experience</b>
<b>Classification:</b>	<b>Full-time Regular</b>
<b>Number of Openings:</b>	<b>1</b>
<b>Hours:</b>	<b>Monday – Thursday, 7:00 am to 5:30 pm</b>
<b>Date posted:</b>	<b>6/19/2012</b>
<b>Submit Applications To:</b>	<b><a href="http://www.goodwillswmi.org">www.goodwillswmi.org</a></b>

### Job Duties:

- Responsible for making cold calls and appointments for meetings with potential clients. The ratio of cold calls to meetings should indicate a degree of effectiveness. Prepares rate quotes and presents sales proposals with management approval.
- Responsible for growth of additional business each month over the previous month's billed hours.
- Develop a monthly plan to effectively market the staffing services in the sales territory. Maintain a list of Top 50 prospects to establish a Top 10 target prospects. Maintain a quarterly projections plan. Maintain consistent and effective client prospect follow up activity.
- Generate a specific revenue dollar volume and gross profit dollar volume for each monthly period according to the assigned budgeted goals.
- Maintain contact with clients to insure continued satisfaction and obtain additional sales leads and job placements. Keep company informed of changes within the client which would affect business. Maintain current client profile on any prospect with repeat visits and submits client profile to manager upon request. Prepare client correspondence as required and prepare client files.
- Maintain effective telemarketing which generates an adequate schedule of sales appointments. Leads provided should be properly followed up.
- Maintain timely and accurate data to effectively manage and follow up and contact with prospects and clients. Submit activity reports as assigned.
- Keep expenses to a minimum. Avoid unusual or unnecessary expenses. Submit weekly expense reports according to policy.
- Report to the office daily to insure the personal contact necessary for the exchange of ideas and information between management, client service and sales.
- Responsible for owning or leasing a vehicle. Able to perform required sales activity within their territory. Maintain personal vehicle in good working condition.
- Responsible for maintaining appropriate business attire and representing the company with a professional appearance.
- Other duties as assigned.

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### Qualifications:

- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Knowledge of cold calls, sales and marketing.
- Skills in developing accounts and negotiating with clients.
- Skills in preparing sales proposals.
- Ability to follow up sales leads and develop them into business opportunities.
- Ability to deal with rejection and continue to penetrate the market to uncover new business opportunities.
- Ability to excel in a competitive environment.

### Education:

This position requires a high school diploma or equivalent; 2 years' experience in service related sales and strong customer service skills, proven sales skills, computer knowledge, high energy level, persistent, problem-solving ability, able to handle rejection. Temporary staffing service experience preferred.

A college degree, 2 years of sales classes or formal education in sales or business management, 3+ years of outside sales classes or formal education in sales or business management, 3+ years of outside sales experience and knowledge of strategic selling concepts is preferred but not required. Temporary staffing service experience preferred.

### Equal Opportunity Employer

**Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.**

Please click on and read: <http://www.goodwillswmi.org/PDF/ApplicationTerms.pdf>